

SDDOT CONSTRUCTION MANUAL
PROJECT MANAGEMENT SECTION
CHAPTER 12 – PRECONSTRUCTION MEETINGS

PRECONSTRUCTION MEETING

Following the award and execution of the contract and prior to the start of work, preferably no later than 2 weeks prior to the start of work, a preconstruction meeting will be arranged by the Contractor and the Area Office. Its purpose shall be to encourage a general and open discussion between Department personnel, the contractor, subcontractors, utility companies, railroads, and other invited parties. Guidelines for handling preconstruction meetings can be found in the Special Provision for *Contractor Administered Preconstruction Meeting* or the *Preconstruction Meeting Guidelines Policy*.

The following forms shall be utilized in preparation for and conducting the Preconstruction Meeting.

“Authorization Form for Preconstruction Meeting”, DOT-270

The Contractor’s authorized representative completes the entire first page of and initials each proceeding section. Initials signify the Contractor comprehends each section.

“Preconstruction Meeting Outline”, DOT-271

Both the Area Office and the Contractor complete their respective portions of the form and update it with project specific information.

“Contractor’s Required Submittals Form”, DOT-272

Includes proposed sequence changes, shop drawings, permits, certifications, mix designs, and documents relating to labor compliance, equal employment opportunity, and the disadvantaged business enterprises. [The SDDOT reserves the right to request additional information not included in the original list of required submittals.]

The Area Office will update the “Contractor’s Required Submittals Form”, DOT-272, with any project specific requirements and crossing out those that don’t apply, complete the Department information on the “Preconstruction Meeting Outline”, DOT-271, and add any project specific topics for discussion. The Area Office shall submit the “Authorization Form for Preconstruction Meeting”, DOT-270, the “Preconstruction Meeting Outline”, DOT-271, and the “Contractor’s Required Submittals Form”, DOT-272, to the Contractor in the timeframe specified in the Special Provision or the Policy.

The Contractor shall complete and return “Authorization Form for Preconstruction Meeting”, DOT-270, the “Preconstruction Meeting Outline”, DOT-271, and the “Contractor’s Required Submittals Form”, DOT-272, with all submittals required prior to scheduling the Preconstruction Meeting, unless otherwise agreed upon, to the Area Office within the timeframe specified in the Special Provision or the Policy.

The meeting notice and the “Preconstruction Meeting Outline”, DOT-271, shall be sent to all invited parties within the timeframe specified in the Special Provision or the Policy.

The meeting can be held in person, by videoconference, or over the phone, as agreed upon by the Area Office and the Contractor. The Contractor is responsible for leading the meeting. The

Area Office is responsible for ensure meeting minutes are taken, including details of unresolved items, and distribute the minutes to principal stakeholders within the timeframe specified in the Special Provision or the Policy.

Topics of discussion will include the contractor's schedule, sequence of operations, utility issues, department and contractor personnel in charge, construction signing and traffic control, borrow pit information, haul routes, permit requirements, construction staking needs, contract administration, partnering relationships, conflict resolution, a thorough review of the plans and details, and safety.

Other topics may include coordination between contractors, coordination with railroad and utilities, anticipated problems, EEO/OJT/TERO requirements, DBE and labor compliance requirements, and measures necessary to keep the traveling public and surrounding landowners and residents aware of construction status and traffic flows.

A written record of the preconstruction meeting shall be kept, and copies of the minutes shall be forwarded to all parties noted in the Special Provision or the Policy.

Included in this chapter are an example of the Special Provision and the blank submittal list.

**STATE OF SOUTH DAKOTA
DEPARTMENT OF TRANSPORTATION**

**SPECIAL PROVISION
FOR
CONTRACTOR ADMINISTERED PRECONSTRUCTION MEETING**

_____, 201_

I. DESCRIPTION

This work consists of the Contractor scheduling and conducting a preconstruction meeting prior to beginning work on this contract. This meeting should be conducted at least 2 weeks prior to beginning work, or as approved by the Area Office. Additionally this work consists of the Contractor providing the Area Office a completed list of required submittals.

II. MATERIALS (Not Specified)

III. CONSTRUCTION REQUIREMENTS

After the Notice of Award has been sent and no later than ten (10) business days after the date of the Notice to Proceed, the Area Office will provide the Contractor the Authorization Form for Preconstruction Meeting (Form DOT-270), the Preconstruction Meeting Outline (Form DOT-271), and the Contractor's Required Submittals Form (Form DOT-272) .

The Contractor's authorized representative, as indicated on the Signature Authorization Form (Form DOT-209), will complete, in its entirety, the first page of the Authorization Form for Preconstruction Meeting (Form DOT-270) and will initial each proceeding section. By initialing each section, the Contractor is confirming comprehension of each section.

The Preconstruction Meeting Outline (Form DOT-271) shall be edited and amended, as necessary, to meet the specific needs of the Project. The Area Office will have the Project information and the Department information completed prior to submitting the form to the Contractor. The Contractor shall complete the Contractor's portion of the Preconstruction Meeting Outline and will add additional discussion items as needed and submit the updated form to the Area Office. The Area Office shall review the Preconstruction Meeting Outline, edit or amend as necessary, and return the form to the Contractor.

The Contractor's Required Submittals Form (Form DOT-272) is a document outlining information required prior to the completion of the project. This list will

include two types of submittals; 1) information required before scheduling a preconstruction meeting and 2) information required before the Contractor begins related work. The Department reserves the right to request additional information not included in the original list of required submittals. The list of required submittals will include, but is not limited to, proposed sequence changes, shop drawings, permits, certifications, mix designs, labor compliance, equal employment opportunity, and disadvantaged business enterprise documents. The Area Office should update the "Contractor's Required Submittals Form", DOT-272, with any project specific requirements and crossing out those that don't apply prior to providing the document to the Contractor

Prior to scheduling the preconstruction meeting, the Contractor will complete and provide the Area Office all items on the list of required submittals that are required as described in 1) above. If the Contractor cannot complete and provide a submittal item required prior to scheduling the preconstruction meeting, the Contractor will contact the Area Office to establish a mutually agreed upon date when the required submittal will be completed and provided to the Area Office.

The Contractor will not begin work on an item until the Contractor has provided the Area Engineer with all required information for the applicable work item and the appropriate office has approved the information, if necessary. The Contractor will make every reasonable effort to deliver the required submittals at the earliest possible time.

When the Contractor has provided the Area Office all required submittals, except those mutually agreed to be provided at a later date(s), the Contractor will schedule a preconstruction meeting with the Area Engineer.

Within two (2) business days following the Contractor scheduling the preconstruction meeting, the Area Office will send the Contractor a meeting confirmation

The Contractor will send the meeting notice and final Preconstruction Meeting Outline to all subcontractors, utility companies, and all suppliers at least five (5) business days prior to the preconstruction meeting.

The Area Office will send the notice of the meeting and the final Preconstruction Meeting Outline of discussion items to any other government entities and other principle stakeholders involved in the project at least three (3) business days prior to the preconstruction meeting.

At the discretion of the Area Office, the preconstruction meeting may be held in person, videoconference, or over the phone. The Contractor's competent superintendent, as required by Section 5.5 of the Specifications, who will be working on this project, is required to attend the preconstruction meeting.

The Contractor will lead the meeting discussion as described in the Preconstruction Meeting Outline. The Area Office will prepare the meeting minutes including any unresolved items and distribute them to all attendees and principle stakeholders within five (5) business days following the preconstruction meeting.

IV. METHOD OF MEASUREMENT

The Department will not make a separate measurement for the preconstruction meeting.

V. BASIS OF PAYMENT

The Department will not make a separate payment for the preconstruction meeting. All costs associated with the preconstruction meeting will be incidental to other contract items.

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CONTRACTOR'S REQUIRED SUBMITTALS						
Line #	ITEM	Submit to:	Submittal Before Start of Related Work	CONTRACTOR SECTION	CONTRACTOR SECTION	ENGINEER SECTION
				Date Submitted	Scheduled Date of Submittal	Date Received or Alternate Submittal Schedule Approved
GENERAL	1. Sequence of Operations	SDDOT, Area Office	Prior to Scheduling PreCon			
	2. DOT-202 Subcontracts	SDDOT, Const. Engr.	Prior to Scheduling PreCon			
	3. DOT-209 Signature Authorization Letter	SDDOT, Area Office	Prior to Scheduling PreCon			
	4. Prime Supt. With contact information (DOT-271)	SDDOT, Area Office	Prior to Scheduling PreCon			
	5. Subcontractor Foreman with contact info (DOT-271)	SDDOT, Area Office	Prior to Scheduling PreCon			
	6. Prime Contractor's Safety Policy (Company Safety Officer/Project Safety Rep./Special Safety Requirements for DOT Staff when in work area, etc.)	SDDOT, Area Office	Prior to Scheduling PreCon			
	7. 24/7 Traffic Control Person (DOT-271)	SDDOT, Area Office	Prior to Scheduling PreCon			
	8. Documentation that all breakaway sign supports comply with FHWA NCHRP 350 or MASH crash-worthy requirements	SDDOT, Area Office	At the PreCon Mtng.			
	9. Site Locations (Plant, Pit, Stockpile etc)	SDDOT, Area Office	Prior to Scheduling PreCon			
	10. Location and start time of construction	SDDOT, Area Office	Prior to Scheduling PreCon			
	11. Hours and shifts of work	SDDOT, Area Office	Prior to Scheduling PreCon			
	12. Certified QC Personnel List	SDDOT, Area Office	Prior to Scheduling PreCon			
	13. Haul Road Designation	SDDOT, Area Office	Prior to Scheduling PreCon			
	14. Haul Road Agreement (DOT-45)	SDDOT, Area Office	2 weeks			
	15. Landowner Agreements if any	SDDOT, Area Office	Prior to Scheduling PreCon			
	16. See DOT-14/Material Manual for Certification and Acceptance Sample Requirements.	SDDOT, Area Office	Refer to Tier system			
LABOR, EEO, DBE, TERO, OJT	1. EEO #007 (Prime & Each Sub)	SDDOT, Area Office	Prior to Scheduling PreCon			
	2. Contractor's EEO Policy Documentation	SDDOT, Area Office	Prior to Scheduling PreCon			
	3. EEO#1391	SDDOT, Civil Rights Program	Week including July 15th			
	4. Training Programs/Trainee Names to be utilized	SDDOT, Area Office	Prior to Scheduling PreCon			
	5. Original trainee registration form	SDDOT, Civil Rights Program	within 2 weeks after training begins			
	6. EEO#15 - Trainee Status Report (to Civil Rights Office)	SDDOT, Civil Rights Program	within 30 days of final pay period of the month			
	7. Approved TERO Compliance Plan for Prime, Subs and Suppliers	SDDOT, Area Office	Prior to Scheduling PreCon			
	8. List of DBE firms on project	SDDOT, Area Office	Prior to Scheduling PreCon			
	9. DOT-289 Certification of DBE Payments	SDDOT, Area Office	Within 30 days of project completion			
	10. Prime Contractor's & Subcontractor's Certified Payroll Report to Office of Labor Compliance	SDDOT, Office of Labor Compliance	within 7 days following weekly payment of wages.			
	11. DOT 270, Authorization Form for Preconstruction Meeting	SDDOT, Area Office	Prior to Scheduling PreCon			

* Verbal or written notification must be given to the Area Office.

Note: The crossed out items on the DOT-272 were estimated to be non-applicable to this project. The scope of the project and the Contractor's operations determine the required submittals, changes to either do not relieve the Contractor of the responsibility to provide the required submittals. If additional items do not apply based on the Contractor's operations cross the line out and note that it is not applicable.

CONTRACTOR'S REQUIRED SUBMITTALS							
	Line #	ITEM	Submit to:	Submittal Before Start of Related Work	CONTRACTOR SECTION Date Submitted	CONTRACTOR SECTION Scheduled Date of Submittal	ENGINEER SECTION Date Received or Alternate Submittal Schedule Approved
ENVIRONMENTAL - WITHIN PROJECT LIMITS		Construction Activities Within Limits of the Project:					
		Commitment B1: Topeka Shiner					
	1.	Construction Plan for work in Topeka Shiner Streams	SDDOT, Environmental Office *	Prior to Scheduling PreCon			
	2.	Fish transfer at locations designated as T.S. Streams	SDDOT Biologist *	2 DAYS (minimum)			
		Commitment C: Water Source					
	3.	Temporary Permit to Use Public Waters for Highway Construction Purposes	SDDENR, Water Rights Program *	YES			
		Commitment D2: Surface Water Discharge					
	4.	Temporary Discharge Permit	DENR, Surface Water Quality Program *	Prior to Scheduling PreCon			
		Commitment E: Storm Water					
	5.	SWD General Permit - Contractor Certification Form (Attachment C)	DENR, Surface Water Quality Program *	Prior to Scheduling PreCon			
ENVIRONMENTAL - CONTRACTOR OPERATIONS	6.	Approval of coverage under General Permit for Storm Water Discharges Associated with Construction Activities w/ Operator Information Completed	SDDOT, Area Office	Prior to Scheduling PreCon			
		Construction Activities for Contractor Furnished Materials Sites, Waste Sites, Plant Sites, Others outside project plan limits, or Contractor Operations not addressed in the plans but within project plan limits. All submittals will require a legal description along with a map highlighting offsite location(s).					
		Commitment A: Wetlands					
	1.	Wetland Determination and Section 404 of CWA		Prior to Scheduling PreCon			
		Commitment B: Threatened and Endangered Species					
	2.	Threatened & Endangered Species Review	SD Ecological Services Field Office *	Prior to Scheduling PreCon			
		Commitment E: Storm Water					
	3.	Notice of Intent for the general storm water discharges associated	DENR, Surface Water Quality Program *	Prior to Scheduling PreCon			
	4.	Approval of coverage under General Permit for Storm Water Discharges Associated with Construction Activities w/ Operator Information Completed	SDDOT, Area Office	Prior to Scheduling PreCon			
	5.	SWPPP	SDDOT, Area Office	Prior to Scheduling PreCon			
		Commitment I: Historical Preservation Office Clearances					
	6.	Archeological Clearances (SHPO/THPO)	Archaeological Research Center or other qualified professional in the field of archaeology SDDOT, Environmental Office *	Prior to Scheduling PreCon			
	7.	Timeline for measures to protect sites identified for avoidance	SDDOT, Area Office and SARC/Tribal Monitor	YES			
	8.	Notice of installation of safety fence at archaeological sites and/or earth disturbing activities near listed sites	Archaeological Research Center and/or Tribal Monitor *	7 DAYS			
		Commitment K: Rapid City Air Quality Control Zone					
	9.	Air Quality Construction Permits (Rapid City Area only)	Rapid City, Air Quality Division *	YES			
		Commitment L: Contaminated Material					
	10.	Written notice of work on known contaminated material	SDDOT, Area Office, and DENR	30 DAYS			
	11.	Written notice of work on known contaminated material	SDDOT, Area Office	7 DAYS			
		Commitment N: Section 404 Permit					
	12.	Obtain a Section 404 Permit for any dredge, excavation, or fill activities that affect wetlands or waters of the US					
		Other Requirements & Permits:					
	13.	Mining Permit	DENR, Minerals & Mining Program SDDOT, Area Office	Prior to Scheduling PreCon			
	14.	Asphalt or Concrete Plant Operating Permit	SDDOT, Area Office	Prior to Scheduling PreCon			

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MATERIALS AND SURFACING	1. Quality Test Samples for various aggregates	SDDOT, Materials Lab	3 WEEKS			
	2. Asphalt Concrete Class D, E, G, HR and S. Submit stockpile gradations and stockpile, additives and binder samples for mix design.	SDDOT, Materials Lab	3 WEEKS			
	3. Asphalt Concrete Class Q. Submit stockpile gradations, stockpile samples, binder sample and mix design for verification.	SDDOT, Materials Lab	3 WEEKS			
	4. DOT 97 for Asphalt Concrete Composite	SDDOT, Area Office	Prior to Scheduling PreCon			
	5. Notification of Quality Test Sampling (to be witnessed by DOT)	SDDOT, Area Office	Prior to sampling			
	6. QC Plan	SDDOT, Area Office	Prior to Scheduling PreCon			
	7. DOT 57, Supplier's Certification Class M Concrete	SDDOT, Area Office	Prior to Scheduling PreCon			
	8. DOT 24, Contractor Concrete Mix Design along with all necessary supporting documentation	SDDOT, Materials Lab	Prior to Scheduling PreCon			
	9. DOT 77, Supplier's Certification Controlled Density Fill	SDDOT, Area Office	Prior to Scheduling PreCon			
	10. Blasting Plan	SDDOT, Geotechnical Engr. *	Prior to Scheduling PreCon			
	11. Edge Drains - Manufacturer's details, specifications and installation requirements and Contractors installation plan.	SDDOT, Area Office	2 WEEKS			
	12. Material Supplier List	SDDOT, Area Office	Prior to Scheduling PreCon			
	13. Pre-Blasting Survey	SDDOT, Geotechnical Engr. *	2 WEEKS			
	14. Compatibility Results and Production tests for Asphalt Surface Treatment	SDDOT, Area Office	2 WEEKS			
STRUCTURES	1. False Work Plans and Temporary Works Plans with design calculations sealed by PE (jacking plans, temp supports & shoring plans, cofferdams, temp span wire traffic signals, etc.)	SDDOT, Bridge Const. Engr.	2 WEEKS			
	2. Shop Plans/Drawings with design calculations sealed by PE	SDDOT, Bridge Const. Engr.	2 WEEKS			
	3. Paint Enclosures	SDDOT, Bridge Const. Engr.	2 WEEKS			
	4. Paint Residue samples for leachable lead content testing	SDDOT, Bridge Const. Engr. *	2 WEEKS			
	5. Drilled Shaft Plans	SDDOT, Bridge Const. Engr.	2 WEEKS			
	6. Welding Procedures (wps)	SDDOT, Bridge Const. Engr.	YES			
	7. Welder Certification Test Results, for issuing green card	SDDOT, Bridge Const. Engr.	2 WEEKS			
	8. Cold Weather Concrete Procedures (late season deck pour)	SDDOT, Bridge Const. Engr. *	YES			
	9. Temporary work Platform, Channel Crossing or Diversion plans	SDDOT, Area Office	Prior to Scheduling PreCon			
	10. Pre-Pour Inspection	SDDOT, Bridge Const. Engr. *	2 WEEKS			
	11. Segmental Block MSE Walls - 2 copies of Design Calculations and Construction Plan	SDDOT, Bridge Const. Engr.	2 WEEKS			
	12. Large Panel or Wire Face MSE Walls - 3 copies of Design Calculations, Shop Plans and Construction Plan	SDDOT, Bridge Const. Engr.	30 DAYS			
	13. Pile Monitoring - Request for Subcontractor Approval	SDDOT, Geotechnical Engr.	30 DAYS			
	14. Dynamic load testing report	SDDOT, Geotechnical Engr.	7 DAYS POST			
	15. Detailed plan for reaction frame and loading apparatus	SDDOT, Geotechnical Engr.	30 DAYS			
	16. Static load testing report	SDDOT, Geotechnical Engr.	14 DAYS POST			
	17. Pile Hammer Specifications	SDDOT, Area Office	Prior to Scheduling PreCon			

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ROADWAY LIGHTING AND SIGNALS	1. Breakaway or Fixed Base Luminaire Pole with Arm, XX' Mt Height	SDDOT, Office of Road Design	1 WEEK				
	2. Breakaway or Fixed Base Luminaire Pole with Twin Arms, XX' Mt Height	SDDOT, Office of Road Design	1 WEEK				
	3. Pedestal Signal Pole	SDDOT, Office of Road Design	1 WEEK				
	4. Signal Pole with XX' Mast Arm and Luminaire Arm	SDDOT, Office of Road Design	1 WEEK				
	5. Signal Pole with XX' Mast Arm and Twin Luminaire Arms	SDDOT, Office of Road Design	1 WEEK				
	6. Roadway Luminaire, XXX Watt with Photoelectric Cell	SDDOT, Office of Road Design	1 WEEK				
	7. X (1-5) Section Vehicle Signal Head (LED Traffic Signal Module, Signal Head Backplates, Signal Head Mounting Hardware)	SDDOT, Office of Road Design	1 WEEK				
	8. Master Controller	SDDOT, Office of Road Design	1 WEEK				
	9. Traffic Signal Controller (Controller Cabinet, Controller Cabinet Power Supply, Interface Panel, Conflict Monitor/MMU, Load Switches, Signal Flasher Unit, Bus Interface Unit)	SDDOT, Office of Road Design	1 WEEK				
	10. Detector Unit	SDDOT, Office of Road Design	1 WEEK				
	11. Pedestrian Signal Head with Countdown Timer	SDDOT, Office of Road Design	1 WEEK				
	12. Pedestrian Push Button	SDDOT, Office of Road Design	1 WEEK				
	13. Pedestrian Crossing Sign	SDDOT, Office of Road Design	1 WEEK				
	14. 48 Strand Fiber Optic Cable	SDDOT, Office of Road Design	1 WEEK				
	15. Emergency Vehicle Preemption Unit	SDDOT, Office of Road Design	1 WEEK				

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Office Addresses	Phone Numbers
SDDOT, Const. Engr., 700 E. Broadway Ave., Pierre, SD 57501	605-773-3571
SDDOT, Civil Rights Program, 700 E. Broadway Ave., Pierre, SD 57501	605-773-3540
SDDOT, Office of Labor Compliance, 700 E. Broadway Ave., Pierre, SD 57501	605-773-3795
DENR Water Rights Program, Joe Foss Bldg, PMB 2020, 523 E. Capitol, Pierre, SD 57501-3182	605-773-3351
Archeological Research Center, PO Box 1257, Rapid City, SD 57701	605-394-1936
SD Ecological Services Field Office, 420 S. Garfield Ave., Suite 400, Pierre, SD 57501-5408	605-224-8693
SDDOT, Environmental Office, 700 E. Broadway Ave., Pierre, SD 57501	605-773-3268
SDDOT, Building B - Materials Lab, 104 S. Garfield Ave., Pierre, SD 57501	605-773-3401
SDDOT Bridge Const. Engr., 700 E. Broadway Ave., Pierre, SD 57501	605-773-3285
SDDOT, Office of Road Design, 700 E. Broadway Ave., Pierre, SD 57501	605-773-3433
SDDOT, Geotechnical Engr., 700 E. Broadway Ave., Pierre, SD 57501	605-773-3401